

~~CONFIDENTIAL~~

6 March 1961

MEMORANDUM FOR: Director of Training

THROUGH : C/OS/TR; COS/ [REDACTED]

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SUBJECT : Instructor Orientation and Training

1. I should like to make the following, three recommendations with the general objective of improving our present procedures for orienting and training operations training instructors newly assigned to the Operations School [REDACTED]

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a. It is recommended that all overseas returnees assigned to the Operations School [REDACTED] as operations instructors, both ST- and D-designees, take the Clandestine Services Review (CSR) course before becoming fully committed to training duties in their place of assignment.

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b. It is recommended that one or two copies of the CSR course student handbook be maintained at [REDACTED] on a current basis, for reference and review. (It would be the responsibility of the H/OS/TR instructor in charge of the CSR to send new items to [REDACTED] and to request return or disposal of out-dated material.) True, these materials are included in the regular distribution to [REDACTED] but this handbook would prove a handier, ready reference of selected items of peculiar interest to the ops officer/instructor.

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c. Finally, it is urged that all new instructors assigned to the Operations School who have not had previous teaching or training experience be required to participate in an Instructor Training Course (ITC) or IT Workshop at [REDACTED] the headquarters area before becoming fully involved in training duties. Preferably this training should take place after the new instructor has been notified of his specific training duties. The ITC instruction can then be slanted accordingly.

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2. Your concurrence, approval, and/or comment are requested.

This document is part of an integrated file. If separated from the file it must be
returned to the [REDACTED] for [REDACTED]

SIGNED

[REDACTED]
Chief, Plans and Policy Staff

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